In order to ensure that we safely re-enter students and faculty/staff to campus, we are planning on a slow and methodical reopening the week of August 24th, our original start date. This particular approach allows us to gradually bring students back to campus, train students, faculty, families on new safety procedures, and allow time to manage new instructional technologies. This plan requires some adjustment to the original back to school schedule and we wanted to give you as much notice as possible of the August changes. Please keep in mind, these plans may change based on State of Delaware guidelines.

### Calendar Information for the Week of August 24th

<table>
<thead>
<tr>
<th>MONDAY Aug. 24TH</th>
<th>WHO IS ON CAMPUS</th>
<th>WHO IS NOT ON CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>New Student Orientation 8-11AM</strong> (all 6th &amp; 9th*, other new MS &amp; US students, and new LS students in grades M3-5th)</td>
<td>All Early Childhood students</td>
</tr>
<tr>
<td></td>
<td>*This replaces the Freshman Orientation originally scheduled for August 20</td>
<td>All returning students in LS/MS/US</td>
</tr>
<tr>
<td></td>
<td><strong>Big Sister (12th)/Little Sister (9th) Picnic</strong></td>
<td></td>
</tr>
<tr>
<td>TUESDAY Aug. 25TH</td>
<td><strong>All new and returning students in grades 1st, 6th, and 9th</strong></td>
<td><strong>All new and returning students in grades 2nd-5th, 7-8th, and 10-12th</strong></td>
</tr>
<tr>
<td>WEDNESDAY Aug. 26TH</td>
<td><strong>All new and returning students in grades 1st, 2nd, 6th, 7th, 9th, and 10th</strong></td>
<td><strong>All new and returning students in grades 3rd-5th, 8th, and 11-12th</strong></td>
</tr>
<tr>
<td></td>
<td><strong>All Early Childhood students (M3-K) until 11AM</strong></td>
<td></td>
</tr>
<tr>
<td>THURSDAY Aug. 27TH</td>
<td><strong>All new and returning students in grades 1st, 2nd, 3rd, 6th-11th</strong></td>
<td><strong>All new and returning students in grades 4-5th and 12th</strong></td>
</tr>
<tr>
<td></td>
<td><strong>All Early Childhood students (M3-K) until 11AM</strong></td>
<td></td>
</tr>
<tr>
<td>FRIDAY Aug. 28TH</td>
<td><strong>All new and returning students in grades 1st-12th</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>All Early Childhood students (M3-K) until 11AM</strong></td>
<td></td>
</tr>
</tbody>
</table>
All School Information

Information in this section applies to Lower, Middle, & Upper Schools

Major Dates Calendar 2020-21 Link
Updated as of August 7, 2020. Note most recent updates in red. Subject to change. Most up-to-date copy will always be available on the Welcome Back to Ursiline website.

Screening Prior to School
Families complete the Delaware Division of Public Health (DPH) health assessment every morning before school for each student. For students with a fever of 100.4 degrees or higher or other COVID-19 symptoms, families should consult the student’s health care provider before returning to school. Families should notify the school of the student’s absence through the school’s normal procedures. Student’s temperature must be below 100.4 degrees for 24 hours before returning to school. Additional information will be shared on the electronic application to record daily submission.

Absences
Any student who is feeling unwell or running a fever is to stay home and/or consult their doctor. Parents are asked to contact their division’s Main Office to report their child absent for the school day.

- **Illness During the School Day**: Students will be sent to the nurse where they will receive an evaluation. The nurse will contact families.
- **Medical Appointments**: Any students who has a medical appointment during the school day and needs to be picked up early should prearrange for early pickup. Communication must go to the student’s main office and to the child’s teacher.

If a Student or Ursuline Employee tests positive for COVID-19

Based on the recommendation of Delaware’s Department of Public Health, if Ursuline learns of a COVID-19 case involving a student or employee they will immediately be notified and provide a course of action. If a student tests positive for COVID-19, it is recommended that their family immediately alerts the school nurse.

If we learn of a COVID-19 case with someone who has been on campus, we will immediately notify Delaware’s Division of Public Health for a recommended course of action. Whether or not a part or all of the campus must be closed for a period of time after learning of a COVID-19 case is dependent upon many factors including levels of community transmission.

The privacy of the individual will be respected and information will only be shared that aids in the protection of public health.

**Sharon Cawman**, School Nurse
scawman@ursuline.org | 302.658.7158, ext. 6247
COVID-19 Testing
More information will be shared soon regarding ongoing COVID-19 testing for faculty, staff, and students provided by the State of Delaware.

Virtual Back to School Nights
Upper School: Tuesday, September 1st at 5:30PM
Middle School: Wednesday, September 2nd at 5:30PM
Lower School: Thursday, September 3rd at 5:30PM

Public & Private Transportation
We are currently working through transportation logistics with Lehane’s, the private bus company who handles a majority of our transportation needs. Information will be sent to families utilizing these services.

Families in PA should contact their local public districts for transportation plans.

We are also exploring alternate means of transportation for athletics and our exchange classes which would allow cohorts of students to carpool to and from those events and classes.

Visitors on Campus
Visitors on campus will be limited. We are unable to accommodate drop-in visits. Visitors will follow the same screening process outlined by the State of Delaware and Ursline’s policies and procedures. Please be sure to schedule all visits to campus by calling our main phone number, 302.658.7158.

Counseling
The social/emotional well-being and health of our students is critically important. We anticipate an even greater need for staff to pause throughout the day to thoughtfully address the emotional/mental health needs of our students. Our counselors are always here for your student, and to support our parents.

Reach out to our counseling team at any time.

Lauren Carney
Director of Counseling
lcarney@ursuline.org
302.658.7158, ext. 6276

Rachel Scarpitti
LS Counselor
rscarpitti@ursuline.org
302.658.7158, ext. 6253

Molly Donnelly
MS Counselor
mdonnelly@ursuline.org
302.658.7158, ext. 6229

Erin Barillare ’95
US Counselor
barillare@ursuline.org
302.658.7158, ext. 6239
Cleaning Procedures

Maintenance employees are following cleaning procedures for COVID-19 outlined by the CDC with cleaning products approved by the EPA. Enhanced disinfecting occurs throughout the day, especially bathrooms and frequently touched surfaces such as but not limited to: door knobs, railings, playground equipment, etc. All areas will be checked by the maintenance supervisor.

Each student will be responsible for wiping down their classroom desk and chair after every class. Desks and chairs will be thoroughly cleaned by maintenance at the end of every school day. Cleaning materials will be provided.

Teacher desks will be wiped down by the teacher before another teacher uses it and thoroughly cleaned by maintenance at the end of every school day. Cleaning materials will be provided.

Following CDC recommendations, MERV 13 filters have been installed throughout all Ursuline buildings HVAC systems. We are in the process of acquiring UV equipment for our HVAC systems to purify the air that is circulated.

Technology Support

If any student or family is in need of technology support at any time, contact:

**Shapan Singh**
Director of Technology
Zoom Office Hours
302.898.3141

**Sarah Jeon**
Technology Coordinator
Zoom Office Hours
302.668.8017

Preparing for Interruptions

Ursuline Academy is preparing for waves of interruptions to on-campus learning. Every effort will be made for the Lower School to continue with on-campus learning. In the event our school community experiences a spike in COVID-19 cases and an interruption of physical operations becomes necessary, a seamless shift to distance learning will occur.

Delivering on Ursuline Academy's Mission

Since 1893, Ursuline Academy has remained steadfast, committed to our mission and philosophy. Regardless of circumstance or model of instruction, our foundation and focus on delivering a high-quality education which empowers students to be leaders in a global society will not change.

Ursuline’s core values include community and the development of the whole child. We continue to develop individual passions, socialization, and a student-centered approach. Students will continue to be provided developmentally appropriate learning experiences in a safe and supportive environment.
Lower School:
On-Campus Learning Model

On-Campus Learning: We know from our experiences that the best way of teaching our students is through in-person instruction on campus at Ursuline. Teaching staff are preparing in-person instruction that incorporates a more blended (online and in-person) approach so that students and staff can smoothly transition to distance learning in the event there is a state mandated shut down or support students who may have to remain home due to their family’s circumstances.

The Lower School staff and Parent Guild are currently working on technology upgrades and integration that will allow students and staff the ability to pivot to distance learning if the need arises. To begin, this may include students in grades 4 and 5 receiving Chromebooks to centralize their academic assignments. In an effort to increase students' technology proficiency, teaching staff will establish Google Classrooms, which will be utilized during in-person learning. For example, students in grades 4 and 5 will have their nightly homework assignments recorded in Google Classroom. Even when returning to in-person learning the following day students will be required to complete and submit assignments via Google Classroom. Ursuline is continuing to work on technology upgrades for grades Montessori-3rd grade.

Students requiring 100% at-home access will be reviewed on a case by case basis by Ursuline’s Administration.

Distance Learning: If it becomes necessary to close campus, Ursuline will revert to our distance learning model, as we did last spring. In the event the Lower School has to return to full distance learning, the faculty will present a clear and consistent weekly schedule for synchronous and asynchronous learning. Over the summer, we collected feedback from many of you, which has helped us understand where improvements need to be made for any future distance learning. Teachers will be integrating more technology into in-person learning so students can increase their capacity to smoothly pivot to distance learning if the need arises.
As we wrap up our 5th successful week of in-person Summer at Ursuline Camp, we are thrilled to announce our plans to reopen the Lower School for in-person learning. We understand the importance for our youngest students to learn, play, and socialize alongside their peers. Peer to peer learning and growth cannot be authentically replicated in a virtual setting. At this time, Ursuline is prepared for 100% in-person learning in the Lower School only.

The day of an elementary aged student is a busy one! The excitement is building as we approach the start of a new school year, filling our students, staff, and families with hope for the year ahead. Clearly the start of the 2020-21 school year is uniquely different. One thing that will not be different is our ability to offer our students the best educational practices and experiences. What will look different is how we accomplish this. Safety is our first priority. The reopening of the Lower School will be nothing short of amazing, and it will take the collective efforts of everyone. Thank you in advance for your willingness to embark on these historical times at Ursuline!

Schedule/Student Homeroom Cohorts
All students will be grouped by grade appropriate cohorts (age cohorts in Montessori). Students will remain in their homeroom cohorts for the majority of the day. The vast majority of learning will occur in homerooms with limited transitions to certain specialties, lunch, recess, and when outdoor learning occurs.

Masks/Face Coverings
“When will masks be worn in the Lower School?”
All faculty, staff, 4th and 5th grade students will wear masks unless a medical condition warrants an exception. Masks will be worn by 4th and 5th students during all indoor transitions, passing, and bathroom times. Masks will be required for students in grades 4th and 5th, and strongly encouraged for students in grade M3-3rd grade. Additionally, mask breaks may occur when students are at least 6 feet apart, when other protective equipment is being utilized or other CDC related protocols are in place.

“How many masks should my child bring to school?”
All Lower School students are required to bring a mask to campus every day. We strongly advise students in all grades bring multiple masks, one to be worn and an extra to be kept in desks, cubbies, and lockers. Mask hooks will be installed in each student’s locker for masks to be hung and accessible. It is recommended to have an extra in the event that a mask is lost or damaged. Teachers will have additional masks on hand if needed.
Lower School: Procedures, Logistics, & Details

<table>
<thead>
<tr>
<th>CLASSES</th>
<th>TRANSITIONS (walking between classes, etc.)</th>
<th>LUNCH</th>
<th>RECESS (in small groups)</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Mask Icon]</td>
<td>![Mask Icon]</td>
<td>![No Mask Icon]</td>
<td>![No Mask Icon]</td>
</tr>
</tbody>
</table>

Mask Free Zones

Designated mask free spaces will be available both indoors and outdoors for students to access at any time during the school day if they need a break from wearing their masks. Social distancing (6 feet) must be maintained at all times in these mask free zones.

Teacher Face Shields

All teachers and staff will be provided masks and clear face shields. Due to the nature of academic content in Lower School grades, it is important that students are able to see their teacher’s face. For example, when learning to read, it is important students see the motion of a teacher’s mouth. Face shields will give teachers the flexibility to physically distance themselves from students and take down their masks for very brief moments.

Teacher Buttons

We recognize wearing a face covering is unusual and students may not recognize familiar adults with a mask on. For this reason, Lower School staff will have buttons on their lanyards that show their unmasked face.

Physical Distancing

Overflow Rooms

For all Lower School grades, overflow rooms will be available if needed for proper physical distancing. In the Montessori Wing, students have access to 5 large newly renovated rooms. In grades K-5th grade, there is at least one additional room for staff to safely distance students while working or playing.
Lower School: Procedures, Logistics, & Details

Specialty Classes
All Lower School students will continue to have their normal schedule for specialty classes. We fully recognize the value of students having a diverse learning experience, which is why we will not eliminate specialty classes. In fact, they are more important than ever. In an effort to maintain all of our specialties we have made some adjustments to limit students transitions, keep students in cohorts, and promote outdoor learning.

**Physical Education:** Teachers will be encouraged to take learning outdoors as much as the weather permits. Teachers are planning for more “fitness style” classes so students can be safely distanced while developing their physical health.

**Music:** Teachers will be encouraged to take learning outdoors as much as the weather permits. If unable to learn outside, class will be held in multiple classroom spaces or our larger rooms. Our staff are still deciding how instrument lessons and band practice will be handled.

**Library/Technology:** Rather than having our students go to the library and touch lots of books, Ms. Kriner will be pre-selecting books and bringing them to students in their classes. This will allow Ms. Kriner to see what is happening in the classrooms, collaborate with teachers, and align her assignments with classroom teachers. Since Ms. Kriner is also our technology teacher, this will provide a time for her to work with students in a blended learning environment.

**Visual Art:** For our smaller groups, visual arts will still be held in the 3rd floor art studio. However, for homeroom cohorts that are larger in size, we will move their art classes to larger spaces throughout the campus or outdoors.

**Spanish:** The foreign language teacher will bring instruction to students in their homeroom cohorts.

Teacher Transitions
Where possible, we are limiting the transitions of students and moving teaching staff. Students will remain in cohort groups throughout their day.

Bathrooms
Students will have full access to bathroom facilities throughout the day for individual needs. In addition to this, homeroom cohorts will have scheduled bathroom breaks built into their schedules. When visiting the restroom facilities as a cohort, staff will stagger students entering the bathrooms. Given that our bathrooms are small, no more than 2 students will be permitted at a time. While in the bathroom, students will be prompted to thoroughly wash their hands.
Lower School: 
Procedures, Logistics, & Details

Social/Emotional Well-being

Ms. Scarpitti, Counselor, and Mr. Andrew Ellis, Learning Specialist, will focus their efforts on the social/emotional and academic health of our students. The following measures will also be part of the school day:

- Ms. Scarpitti will greet students as they arrive on VanBuren Street. This will allow us to swiftly assess a student’s emotional state and respond appropriately.
- Mr. Ellis will greet students arriving on bus transportation each morning.
- Ms. Scarpitti and Mr. Ellis are scheduled to have time with each cohort of students. This time will be used to focus on building the capacity of the community and/or individual needs of students.
- Ms. Scarpitti and Mr. Ellis will be available during lunch and/or recess times to observe student behavior, have 1:1 conversations, and engage with students when they are in a social setting.
- Individual counseling will be available for students who require it.

Morning Arrival Process

Car Line

Parents will drop their children off on VanBuren Street as usual. You will be greeted by several staff at the street level. Cars will pull up as far as possible to maximize space. To reduce contact, parents will be asked to help their children out of vehicles. We will attempt to make this process move as quickly as possible. All students should be wearing masks when they exit their cars and transition into the building. Students will have opportunities to remove their masks once in place in their classes. Staff on VanBuren Street will ask parents if they have completed the “screening questions.”

Student Entry Process

Students will enter the recess yard through the gate on VanBuren Street. Students in 3rd-5th grades will be greeted by staff and immediately enter the building, moving directly to their homerooms where they will be greeted by their homeroom teacher. This extra time will allow for students to wash their hands and prepare materials for the day. Students in M3-2nd grade will be greeted by staff on the recess yard. While on the recess yard, students will be safely distanced from one another.

Family Fridays

In years past, the entire Lower School would gather together every Friday for in-person prayer, the pledge of allegiance, and announcements. This is currently not possible, therefore, we will adapt our morning routines to share morning prayer, pledge, and announcements via the PA systems.
Lower School: Procedures, Logistics, & Details

Handwashing/Sanitizing
Students will be prompted to wash or sanitize hands at key transition points throughout the day. We are fortunate to have sinks in every classroom. We encourage families to send their children with an individual bottle of hand sanitizer, however, we ask that children only bring unscented sanitizers to respect students with allergies.

Lunch & Snacks
We are strongly encouraging families to send lunches and snacks until COVID-19 restrictions can be lifted. This will help with dietary and allergy limitations.

*We are strongly encouraging individually wrapped foods and disposable packaging.* We will not allow students to share food.

Families will still have the ability to pre-order lunches, which will be individually packaged for each student. Lunches will be delivered to the outdoor lunch space or to homerooms.

Lunchtime
**Before Lunch:** Prior to lunch, students will be prompted to wash or sanitize hands. Weather permitting, students will sit at outdoor tables with umbrella coverage. On inclement weather days, students will remain in their classrooms for lunch, physically distanced from their peers.

**During Lunch:** Ursuline has invested in outdoor seating for Lower School students that will allow for students to remain physically distanced at lunch, but still able to socialize with their peers. Staff will be present to ensure students are practicing good hygiene and are safe while eating. Once finished, students will be prompted to sanitize hands with sanitizer at each of their tables. During eating times, maintenance staff will clean/fog the recess yard.

**After Lunch:** Upon completion of eating lunches, students will sanitize their hands, clean their eating areas, and transition to the recess yard or to classes (depending on grade schedules).

Recess
In between play times, maintenance crews will clean/fog play structures and other recess equipment. Our staff understand the importance of play time in a student’s day, and we are striving to keep recess as normal as possible while remaining safe. In order to achieve this goal, students will be asked to play in smaller groups, zones, or engage in organized activities that can be managed for safety.
Lower School: Procedures, Logistics, & Details

Academic Class Times

Montessori, Kindergarten, 1st, 2nd, & 3rd Grades
During class time with our youngest students, staff will be physically distancing students, providing individual work spaces, and practicing a cohort model. In alignment with the State of Delaware’s guidance, students in M3-3rd grade are not required to wear masks, however, we are encouraging students still, bring and wear their masks during class times. Teachers in these grades will only be requiring the wearing of masks during transition, passing, and bathroom times.

4th & 5th Grades
During class times with our youngest students, staff will be physically distancing students, providing individual work spaces, and practicing a cohort model. In alignment with the State of Delaware’s guidance, students in 4th and 5th grades are required to wear masks. When in academic settings, where we can guarantee that students will remain more than 6 feet apart from one another, students will be permitted to take their masks off.

Class Transitions
Passing times in the hallways is a time when all students will be required to wear their masks. Leaving our classroom is just like entering a store, we must wear masks. We are rerouting traffic and organizing passing times so there is limited intersections of students in the hallways, however, we recognize hallways cannot be controlled at all times.

Dismissal

Before Dismissal
Prior to exiting for the school day, students will help clean up their work spaces, sanitize their individual materials, and wash their hands before exiting for dismissal. Students attending Extended Day programming will report to the Lower School multipurpose room as usual. Students getting picked up by parents will leave the building with their homeroom teachers and go to the recess yard. Students will be physically distanced from peers while waiting for their parent to arrive. Staff stationed on VanBuren Street will communicate to staff on the recess yard when a parent has arrived and the student will be brought to the individual picking up.
Lower School:
Procedures, Logistics, & Details

Sibling Dismissal (siblings in MS or US)
We recognize several of our younger students have older siblings in the Middle or Upper School. Middle and Upper School students planning to travel home with their siblings should meet their sibling at the Lower School main office and then walk to the VanBuren Street parking lot where their parent is waiting. This year, rather than have parents waiting for children in multiple divisions wait in the car line, we are asking for those parents specifically to park and wait for their children in the adjacent VanBuren Street lot. Students will walk through the gate next to the lot.

Car Line
Parents picking up Lower School students will pull forward on VanBuren Street, as usual. Cars should pull completely forward to maximize street space. In an effort to reduce contact, we will ask parents to wait outside of their vehicles for their children. Parents need to be prepared to place their children in their own cars, and quickly move along to allow for the next group of parents to pick up. We kindly ask parents to practice speedy goodbyes with Ursuline teachers.

Sports/CYM
Late this week, CYM announced plans to run all fall sports except for volleyball (with modifications). We are awaiting further guidance and will share more info as it becomes available.

Birthday Celebrations
At this time, we cannot have families bring birthday celebrations (foods, party supplies, etc.) to campus. Lower School staff are brainstorming how to acknowledge student birthdays in new, creative, and safe ways. More info to come!

Early Childhood Plan
Our staff recognize that a student’s first experience in school is a unique time in their development. School should be nothing short of happy, fun, fulfilling, safe, and welcoming for our 3, 4, and 5 year olds. By establishing a sound educational foundation in our youngest students, we can ensure academic and social success in the years that follow. It is precisely for these reasons why our Montessori and Kindergarten Programs will look, feel, sound, and function as close to normal as possible.

The State of Delaware is strongly recommending safety precautions be taken with our younger students, however medical professionals also suggest the risk factor at this age level is less. Staff and students in the Montessori and Kindergarten programs will adhere to all the safety precautions outlined above. In addition, Early Childhood staff are taking the following precautions, which are unique to this age group.
Lower School: Procedures, Logistics, & Details

Toys/Manipulatives (Montessori & Kindergarten)
Teaching staff will pre-select and limit the amount of toys and manipulatives places in front of students. When students are playing with these objects they will play with a limited amount of students. Upon completion of a center or playtimes, staff will collect the materials, replace them with new resources, and sanitize the used items.

Academic Time (Montessori & Kindergarten)
Students in both programs will have the ability to space themselves across multiple classrooms or within larger rooms. Students will be provided mats for work space. Students will have the option of wearing their masks during work times.

Practical Life Rooms (Montessori only)
Students will be permitted to go to the practical life rooms in small groups and physically distance themselves within the space. Teachers will accomplish this by strategically selecting and placing practical life resources.

Nap Time/Rest Time (Montessori & Kindergarten)
While in nap or rest times, students will be physically distanced from one another. Teachers will share more information about what materials students will need to bring to school in order for students to be comfortable and sanitary during nap/rest times.

Bathrooms (Montessori & Kindergarten)
All Montessori and Kindergarten classrooms are equipped with bathrooms inside classrooms. This will allow teachers to closely monitor student use while also providing additional hand washing opportunities.

Transitions Outside Classrooms (Montessori & Kindergarten)
When transitioning outside of the Montessori wing and Kindergarten classrooms, students will be asked to wear their masks.
Lower School: Procedures, Logistics, & Details

Extended Day Plan (Before & After School)

Before and After School care will still be offered. We recognize that parents have work demands that extended beyond the school day. We are currently finalizing the Extended Day schedule, club offerings, and regulations. Just like during the school day, we are following state regulations for physical distancing, small groups, and other safety precautions.

Allowing for as much lead time for planning is going to be critically important for Extended Day planning, which is why parents are encouraged to pre-register their children as early as possible. Drop-in care may be limited, therefore pre-registration is strongly recommended. There will be a separate communication with more information to families before the start of school.

Extended Day will begin Monday, August 31st.

Conclusion

Throughout our reopening, the Lower School staff will continually re-evaluate our day-to-day routines. We will continue to make improvements as necessary for a better student experience. At the end of each day for the first 4 weeks of school, staff will have the opportunity to debrief the day. This will allow us to share what did or did not work and make appropriate adjustments.
Middle School: 
Hybrid Learning Model

**Hybrid Learning:** We know from our experiences that the best way of teaching our students is through in-person instruction on campus at Ursuline. To that end we have created a hybrid model with four distinct facets unique to Ursuline Academy. This model considers the safety of our community, the quality of our education, and the flexibility needed to navigate the realities we will face this school year.

Ursuline’s hybrid model adjusts the daily bell schedule and spacing in the classroom, while leveraging the available technology resources available to us.

- **The Daily Bell Schedule** will resemble our Red and White schedule from last spring. There will only be four periods a day which will minimize movement throughout the building and provide continuity should we be required to close the school for a period of time and move to Distance Learning.

- **Physically Distanced:** We have adjusted our classroom capacity to ensure students will be spaced 6 feet apart. This will allow everyone to maintain social distancing throughout the entire school day.

**At-Home Virtual Learning (Due to Illness):** In the event a student gets sick or needs to quarantine, the Upper and Middle Schools will be using technology to allow students to connect to the classroom virtually. This allows us to keep everyone in the community safe and gives us the flexibility to offer uninterrupted instruction.

**At-Home Virtual Learning (Family Option):** We understand that some families may still be concerned about the health and safety of returning to school so we are offering an option for students to work remotely while their peers are on campus. Students would follow the Red/White Schedule and connect daily to live classroom instruction through technology. In order to plan accordingly for this option, families would need to commit to the At-Home Virtual Option for a set period of time. Families would need to commit through the first progress period which ends on October 16th. We will re-evaluate with each family at that time for the remainder of the semester.

While our teachers will be in their classrooms instructing the students, we are also prepared to offer a virtual learning component. We will accommodate families who choose to keep their child at home and will work with these families on a case-by-case basis.

**Distance Learning:** If it becomes necessary to close campus, Ursuline will revert to our distance learning model, as we did last spring. In the event the Middle School has to return to full distance learning, the faculty will present a clear and consistent weekly schedule for synchronous and asynchronous learning. Over the summer, we collected feedback from many of you, which has helped us understand where improvements need to be made for any future distance learning.
Middle School: Schedule, Logistics, & Details

Middle School Bell Schedule

This schedule was designed to minimize transitions throughout the course of the school day and to provide consistency for students, supporting a seamless transition, in the event of a COVID-19 spike in our region, between on-campus and distance learning for all students. We will follow a 2-day rotation in the Middle School on a 4 day cycle (Red 1, White 1, Red 2, White 2). Red 1 & Red 2 and White 1 & White 2 are essentially the same days with the exception of Specials. Students will have a different Special (Art, Health, PE, Music) on each of the 4 days (For example: 6th grade might have PE on Red 1, Art on White 1, Health on Red 2, and Music on White 2).

Core classes will be 75 minutes in length and will meet twice over the course of the 4 day cycle. Religion & Leadership will either meet for one 75 minute period over the course of the 4 day cycle or for two 35 minute periods over the course of the 4 day cycle. Specials will be 50 minutes in length and will meet once over the course of the 4 day cycle.

<table>
<thead>
<tr>
<th>Time</th>
<th>RED DAY</th>
<th>WHITE DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45-8:05 AM</td>
<td>HOMEROOM</td>
<td>HOMEROOM</td>
</tr>
<tr>
<td>8:10-9:25 AM</td>
<td>1ST PERIOD</td>
<td>1ST PERIOD</td>
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<td>9:25-9:40 AM</td>
<td>MORNING SNACK/TRANSITION</td>
<td>MORNING SNACK/TRANSITION</td>
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<td>9:45-11:00 AM</td>
<td>2ND PERIOD</td>
<td>2ND PERIOD</td>
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<tr>
<td>11:05-11:45 AM</td>
<td>LUNCH/RECESS</td>
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<tr>
<td>12:20-1:10 PM</td>
<td>3RD PERIOD (RED DAY SPECIALS)</td>
<td>3RD PERIOD (WHITE DAY SPECIALS)</td>
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<tr>
<td>1:10-1:25 PM</td>
<td>BREAK/TRANSITION</td>
<td>BREAK/TRANSITION</td>
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<td>1:30-2:45 PM</td>
<td>4TH PERIOD</td>
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Middle School: Schedule, Logistics, & Details

Classroom Changes
All Middle School students will have 6 feet of physical distancing in each of our classrooms. While this scenario is at a minimum, there are a few larger class sections which exceed our classroom capacity. In this instance, we will send a small cohort of students to an overflow room where they can connect and participate in the live class virtually. Class sections which exceed classroom capacity will rotate students to an overflow room based on a schedule created by their teacher.

Masks
All Middle School students are required to bring a mask to campus every day. We strongly advise students in all grades to bring multiple masks, one to be worn and an extra to be kept in their backpack. It never hurts to have an extra in the event a mask gets lost or damaged. Teaching staff will have additional masks on hand if needed.

All faculty, staff, and students will wear masks unless a medical condition warrants an exception. Masks should be worn during any movement throughout the building. Mask breaks will be provided during the school day including at lunch. Outdoor spaces will be used, weather permitting.

Additionally, mask breaks may occur when students are at least 6 feet apart, when other protective equipment is being utilized or other CDC related protocols are in place.

Mask Free Zones
Designated mask free spaces will be available both indoors and outdoors for students to access at any time during the school day if they need a break from wearing their masks. Social distancing (6 feet) must be maintained at all times in these mask free zones.

Teacher Face Shields
All faculty and staff will be provided with masks and clear face shields. Due to the nature of academic content in some classes, it is important students are able to see the faces of their teachers. For example, in World Language, it is important students see the motion of a teacher’s mouth. Face shields will give teachers the added flexibility to physically distance themselves from students and take down their masks for very brief moments.

Teacher Buttons
We recognize wearing a face covering is unusual and students may not recognize familiar adults with a mask on. For this reason, staff will have buttons on their lanyards that show their unmasked face.
Middle School:
Schedule, Logistics, & Details

Social/Emotional Well-being
Middle School Counselor, Ms. Donnelly, will continue to focus her efforts on the social, emotional, and academic health of our students. Ms. Donnelly will:

- Be available to your student for individual counseling as needed regarding academic, social, or emotional needs.
- Integrate social/emotional learning and skill building into leadership classes and advisory meetings.
- Provide support or consultation as needed to all Middle School families.

Arrival Protocols
Families will complete Delaware’s Division of Public Health (DPH) health assessment every morning before school for each student.

Parents will drop their children on N. Franklin Street as usual. You will be greeted by several staff members. Cars will need to pull up as close to Pennsylvania Avenue as possible to maximize space. Students should exit their car on the sidewalk side. All students should be wearing masks when they exit their cars and transition into the building. Middle School students will enter campus using the pedestrian gate on the corner of N. Franklin Street and Pennsylvania Avenue.

Doors will open at 7:00AM. Between 7-7:40AM, students should report to the Student Life Center’s UA Cafe. Designated socially distanced areas will be marked where students can sit. At 7:40AM, they will be directed to go to homeroom. Any students arriving after 7:40AM should report directly to homeroom. Students need to be in homeroom by 8:00AM. We encourage all students to arrive by 7:45-7:50AM at the latest.

Lunch
We are strongly encouraging families to send lunches and snacks until COVID-19 restrictions can be lifted. This will help with any dietary and allergy limitations.

We are strongly encouraging individually wrapped foods and disposable packaging. We will not allow students to share food.

Families will still have the ability to pre-order lunches, which will be individually packaged for each student.

Weather permitting, students will have a picnic lunch on the Green. Having a picnic lunch on the Green, will allow for students to remain physically distanced at lunch, but still able to socialize with their peers. On inclement weather days, students will eat lunch in their homerooms, physically distanced from their peers.
Middle School: Schedule, Logistics, & Details

Morning Snack
Students will have their morning snack at the end of 1st period, in their 1st period classroom. Students need to bring their own snack as items will not be available for purchase in the UA Cafe. We are strongly encouraging individually wrapped foods and disposable packaging. We will not allow students to share food.

Dismissal
Students will be dismissed to N. Franklin Street starting at 2:45PM. Dismissal will be staggered so that students have time to go to their lockers before they leave for the day. Prior to 2:45PM, families should start a car line before the entrance to Ursuline's parking lot on the right side of N. Franklin Street. Once the buses depart N. Franklin Street, cars may start to pull forward on N. Franklin Street. We request that you pull as close to Pennsylvania Avenue as you can to maximize street space.

Homework Club/After Care
We will still be providing Homework Club (6th grade) and After Care (7th/8th) from 2:45-6:00PM in the Middle School meeting space. Students will be socially distanced and should bring their own snack. Families will need to sign-up ahead of time so that we can ensure we have ample space to socially distance the students. More details will follow about sign-up and pick-up procedures.

Homework Club and After Care will begin on Monday, August 31st.

Classroom Transitions
Movement throughout the building will be kept to a minimum. Dismissal of classes will be staggered to eliminate large numbers in the hallway at one time. Fifteen minutes has been provided in between classes to accommodate a break, sanitizing, and movement to the next class. Movement throughout the building is limited to one direction and students will be required to wear masks. When entering a room, students should sanitize their hands and follow the directional pattern established by the classroom teacher to get to their seat.

Bathrooms
Students will have full access to bathroom facilities throughout the day for individual needs. Given that our bathrooms are small, no more than two students will be permitted at a time. A system will be in place so that students know if there are already two people in the bathroom and they need to wait outside.
Middle School:
Schedule, Logistics, & Details

Learning Experiences

Physical Education
Middle School students will have Physical Education (PE) once per 4 day cycle. There may be some weeks when a student has PE twice in one week. Middle School students will wear their Ursuline PE uniform to school on the day of their PE class and will keep it on for the duration of the school day. This will eliminate the need for students to change in the locker room and need a PE locker. Our PE teachers are planning for more “fitness style” classes so students can be safely distanced and developing their physical health. PE classes will be outside as much as possible.

Band & Music Classes
There are separate and specific guidelines pertaining to music and band instruction in the school environment. We will be adjusting the way in which we conduct our music program to ensure a safe environment for students. Details to follow.

Recess
The Middle School team understands the importance of play time in a student’s day and are working on plans to provide socially distanced options as well as organized activities that can be managed for safety.

Extracurriculars
Information about extracurricular activities like Athletics, Math League, and Science Olympiad are forthcoming.

Late this week, CYM announced plans to run all fall sports except for volleyball (with modifications). We are awaiting further guidance and will share more info as it becomes available. DIAA announced on Thursday this week that all fall sports will be delayed until most likely February with a shortened season, along with a shortened winter season beginning in December. We will share more information soon after we receive final updates from DIAA.

Field Trips
Per state guidance, we are not planning any field trips for the start of the year. We will not plan for our traditional fall community trip for Middle School this year but will create other meaningful activities to connect students. We will also consider moving this trip to the spring.
Middle School: Schedule, Logistics, & Details

Materials/Supplies
Our Middle School Supply List was shared in mid-July. Each student will have their own supply caddy that they will use to carry their individual supplies throughout the day. Supply caddies will be sanitized at the end of each day. We do have a few additions that we would like to add to our supply list. Each student is being asked to bring a standard sized towel or yoga mat to school daily. These will be brought home for cleaning at the end of each day. Students will need their own unspillable water bottle. We would also like to encourage students to have their own hand sanitizer. Throughout the school day, we will be wiping surfaces and materials so we expect to go through a lot of wipes. Any extras you can donate are appreciated!

Lockers
Locker usage will be limited this year. Although students will have an assigned locker, students will not use it between classes. Because of this, students are encouraged to use a backpack to facilitate class changes. Students will be given specific times throughout the day to visit their lockers. In order to build in physical distancing, lockers will be assigned according to grade levels. Locker 1 - assigned to a 6th grade student, Locker 2 assigned to a 7th grade student, and Locker 3 - assigned to an 8th grade student.

Announcements
Morning Announcements will continue on the loudspeaker each morning. Our Morning Announcement team will use the phone in their homeroom and sanitize it after they are finished. Our Middle School Monday Meeting will either be held on the Green where the students can be socially distant or virtually.

Curriculum Changes
Ursuline Academy is working to deliver on its core mission of community, student empowerment, and academic excellence. While there may be some logistical challenges and variations to our daily bell schedule, we are utilizing all of our resources to deliver on a high-quality education. The content of our curriculum is not changing.

Birthday/Advisory Snacks
At this time, we cannot have students bring birthday/Advisory treats to campus. Our staff are brainstorming how to acknowledge student birthdays and celebrate in Advisory in new, creative, and safe ways!
Middle School:
Schedule, Logistics, & Details

School-wide Liturgies
As a faith-based school, praying together as a community is an integral part of who we are. While we may not be able to gather as an academy or in our division, our Campus Ministry and Religion departments will create opportunities for our students to grow spiritually in our faith. They have plans for us to come together in smaller groups and participate in prayer services or come together in larger groups virtually.

Traditions & Assemblies
While large-group gatherings are still not recommended, our traditions and assemblies are important to us and we will continue to find new and innovative ways to continue these connections as a community.
Upper School:
Hybrid Learning Model

Hybrid Learning: We know from our experiences that the best way of teaching our students is through in-person instruction on campus at Ursuline. To that end, we have created a hybrid model with four distinct facets unique to Ursuline Academy. This model considers the safety of our community, the quality of our education, and the flexibility needed to navigate the realities we will face this school year.

Ursuline’s hybrid model adjusts the daily bell schedule and spacing in the classroom, while leveraging the available technology resources available to us.

- **The Daily Bell Schedule** will resemble our Red and White schedule from last spring. There will only be four periods a day which will minimize movement throughout the building and provide continuity should we be required to close the school for a period of time and move to distance learning.

- **Physically Distanced**: We have adjusted our classroom capacity to ensure students will be spaced 6 feet apart. This will allow everyone to maintain social distancing throughout the entire school day.

At-Home Virtual Learning (Due to Illness): In the event a student gets sick or needs to quarantine, the Upper and Middle Schools will be using technology to allow students to connect to the classroom virtually. This allows us to keep everyone in the community safe and gives us the flexibility to offer uninterrupted instruction.

At-Home Virtual Learning (Family Option): We understand that some families may still be concerned about the health and safety of returning to school so we are offering an option for students to work remotely while their peers are on campus. Students would follow the Red/White Schedule and connect daily to live classroom instruction through technology. In order to plan accordingly for this option, families would need to commit to the At-Home Virtual Option for a set period of time. Families would need to commit through the first progress period which ends on October 16th. We will re-evaluate with each family at that time for the remainder of the semester.

While our teachers will be in their classrooms instructing the students, we are also prepared to offer a virtual learning component. We will accommodate families who choose to keep their child at home and will work with these families on a case-by-case basis.

Distance Learning: If it becomes necessary to close campus, Ursuline will revert to our distance learning model, as we did last spring. In the event the Upper School has to return to full distance learning, the faculty will present a clear and consistent weekly schedule for synchronous and asynchronous learning. Over the summer, we collected feedback from many of you, which has helped us understand where improvements need to be made for any future distance learning.
Upper School: Schedule, Logistics, & Details

Upper School Schedule

We know from our experiences that the best way of teaching our students is through in-person instruction on-campus. Ursline’s hybrid model combines elements of in-person instruction with characteristics of distance learning. This model considers the safety of our community, the quality of our education, and the flexibility needed to navigate the realities we will face this year.

While our teachers will be in their classrooms instructing the students, we are also prepared to offer a virtual learning component. We will accommodate families who choose to keep their child at home and will work with these families on a case-by-case basis.

If mandated by the State of Delaware to close campus, Ursline will revert to a Distance Learning model, as we did last Spring.

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<thead>
<tr>
<th>Time</th>
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<th>WHITE DAY</th>
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<tbody>
<tr>
<td>8:00-9:15 AM</td>
<td>PERIOD 1</td>
<td>PERIOD 5</td>
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<tr>
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<td>PERIOD 2</td>
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<td>GRADES 9/10 LUNCH (11-11:45)</td>
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<td>GRADES 9/10 PERIOD 3 12:15PM</td>
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<td>1:30-2:45 PM</td>
<td>PERIOD 4</td>
<td>PERIOD 8</td>
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Upper School: Schedule, Logistics, & Details

Class Spaces
All Upper School Students will have 6 feet of physical distancing. Larger classes and classroom spaces which exceed the classroom capacity will send students to an overflow room where they can connect and participate in the live class. Course sections which exceed classroom capacity will rotate students to an overflow room based on a teacher created schedule. While this scenario is at a minimum, we ask all students to bring headphones for use in the overflow classroom.

Transition Between Classes
Movement throughout the building has been kept to a minimum. Students will have 15 minutes of transition time to travel from classes. Movement throughout the building is limited to one direction and students will be required to wear masks. When entering a room, students should select a seat that’s available, furthest distance from the room entrance. When exiting classrooms, students closest to the door will leave first.

Free Periods
Students with a free-period throughout the day should report to one of the designated, physically-distant locations on campus. The designated spaces will allow students to remain physically distanced, but still able to socialize with their peers. Staff will be present to ensure students are remaining physically distant.

Locker Use
Lockers will be assigned for the start of the school year. In order to build in physical distancing, lockers will be assigned according to grade levels. Locker 1 - assigned to a Senior, Locker 2 assigned to a Junior, Locker 3 assigned to a Sophomore, and Locker 4 assigned to a Freshman. This pattern will be repeated until all students are assigned a locker. Each grade level will have a scheduled time to go to their locker before or after lunch. Because of this, students are encouraged to use a backpack to facilitate class changes.

Student Should Bring
- Two masks
- Unscented hand sanitizer
- Water bottle
Upper School:
Schedule, Logistics, & Details

Masks
All Upper School students are required to bring a mask to campus every day. We strongly advise students in all grades to bring multiple masks, one to be worn and an extra to be kept in their backpack. It’s helpful to have extra in the event that a mask gets lost or damaged.

All faculty, staff, and students will wear masks unless a medical condition warrants an exception. Masks should be worn during any movement throughout the building. Mask breaks will be provided during the school day including at lunch. Outdoor spaces will be used, weather permitting.

Additionally, mask breaks may occur when students are at least 6 feet apart, when other protective equipment is being utilized or other CDC related protocols are in place.

Mask Free Zones
Designated mask free spaces will be available both indoors and outdoors for students to access at any time during the school day if they need a break from wearing their masks. Social distancing (6 feet) must be maintained at all times in these mask free zones.

Arrival Protocols
Students in the Upper School will arrive on Franklin Street and enter the building through the Port Cochere Entrance. They will be greeted by staff at the street level. All families should complete Delaware’s Division of Public Health screening prior to arrival. The Port Cochere Entrance will open at 7:30AM for all Upper and Middle School students. Students arriving between 7:30AM and 7:45AM should enter these doors and proceed to the Gym where they can be physically distant. Students arriving between 7:45AM and 8:00AM should report directly to the first period class.

Students arriving after 8:00AM should report directly to the Main Office before going to class.

Students who have a first period free should report directly to the Gym. Students with a free period can report for the start of the second period class. These students should report directly to the Main Office by 9:15AM before going to class.

Departure Protocols
Students will be dismissed to Franklin Street at 2:45PM. Students will have opportunities throughout the day to go to their lockers. They will not be permitted to go to the locker at 2:45PM. Students who can be picked up or drive themselves are permitted to leave after their last period of the day, but may not leave in between classes. Students with free periods at the end of the day may leave after their last academic commitment.
Upper School:
Schedule, Logistics, & Details

Lunch
Prior to lunch students should wash or sanitize hands.

We are strongly encouraging families to send lunches and snacks until COVID-19 restrictions can be lifted. Families will have the opportunity to pre-order box lunches, which will be pre-packaged for Upper School students.

The designated spaces will allow for students to remain physically distanced at lunch, but still able to socialize with their peers. Staff will be present to ensure students are practicing good hygiene and remain safe while eating.

Lunch for the Upper School students will be split into two periods throughout the day. Grades 9 and 10 will eat lunch from 11:00-11:45AM and then will be in class from 12:00-115PM. Grades 11 and 12 will be in class from 11:00-12:15PM and will have lunch from 12:30-1:15PM.

Snack/Break
Students are strongly encouraged to bring snacks to have during the day. There will be 15 minutes of exchange time between classes. Students will be permitted to eat food in the classroom prior to the start of class. Please be mindful of allergies.

Extracurriculars
All extracurricular activities will be postponed unless they can meet State of Delaware guidelines. Moderators of these activities should take into account age appropriate concerns such as mask wearing, adequate social distancing, personal hygiene, proper supervision, transportation, and sanitation of materials.

Sports
DIAA announced on Thursday this week that all fall sports will be delayed until most likely February with a shortened season, along with a shortened winter season beginning in December. We will share more information soon after we receive final updates from DIAA.

Bathrooms
Students will have opportunities throughout the day to use bathrooms. We ask that the Upper School students exercise good judgement and not congregate in bathrooms.
Upper School: Schedule, Logistics, & Details

Learning Experiences

Physical Education

Physical Education (PE) will occur where it falls in the student’s schedule. Upper School students will wear their Ursuline PE uniform to school on the day of their PE class and will keep it on for the duration of the school day. This will eliminate the need for students to change in the locker room and need for a PE locker. Our PE teachers are planning for more “fitness style” classes so students can be safely distanced and developing their physical health. PE classes will be outside as much as possible.

Gym Bags/Athletic Equipment/Personal Belongings

Students should only bring essential items to school that fit in their assigned locker. Students will have designated times throughout the day to visit the lockers or at the end of the day for athletics. If athletic items do not fit in a student’s assigned locker, they should speak to Athletic Director, Mrs. Susan Heiss, about a place to store bags during the school day.

Band & Choir Classes

There are separate and specific guidelines pertaining to music and band instruction in the school environment. We will be adjusting the way in which we conduct our music program to ensure a safe environment for students. Details to follow.

Field Trips

Per state guidance, we are not planning any field trips for the start of the year. We will work to create other meaningful activities for our students.

Materials/Supplies

In addition to the technology devices and classroom supplies needed each year, students will need headphones when seated in the overflow rooms. Students will also need their own unspillable water bottle. We would also like to encourage students to have their own unscented hand sanitizer. Throughout the school day, we will be wiping surfaces and materials so we expect to go through a lot of wipes. Any extras you can donate are appreciated!

Announcements

Communication for parents, students, and faculty will continue through our normal outlets, morning announcements, email, newsletter, etc. There will also be weekly Zoom Meetings with the Upper School principal.
Upper School: Schedule, Logistics, & Details

Curriculum Changes
Ursuline Academy is working to deliver on its core mission of community, student empowerment, and academic excellence. While there may be some logistical challenges and variations to our daily bell schedule, we are utilizing all of our resources to deliver on a high-quality education. The content of our curriculum is not changing.

School-wide Liturgies & Assemblies
As a faith-based school praying together as a community is an integral part of who we are. While we may not be able to gather as an academy or in our division, our Campus Ministry and Religion departments will create opportunities for our students to grow spiritually in our faith. They have plans for us to come together in smaller groups and participate in prayer services or come together in larger groups virtually. School-wide assemblies will also take on different formats. In addition to being held virtually, we have the opportunity and physical spacing to separate out the students in each division into smaller, physically distant groups.
Welcome Back Committee

Please reach out if you have any questions or concerns. Ursuline Academy is here to provide a continuity of learning for your child(ren) and a safe community for your family.

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Sharon Cawman, RN  
School Nurse  

Laura Fodge  
Lower School Principal 2019-20

Rhonda Cras  
Campus Safety Coordinator

Donna May  
Human Resources & Diversity, Equity, & Inclusion Coordinator

Leslie Armor  
Human Resources

Brittany Keller  
Marketing & Communications Manager

Chuck Ryan, AIA  
Board of Trustees  
Homsey Architects

Resources

State of Delaware School Reopening Guidance

CDC Guidance for Safe Return to School

Delaware DPH Guidance for Children Wearing Face Masks

CDC Additional Considerations Students K-12 Wearing Face Masks